



The Bihar Gazette

EXTRA ORDINARY

PUBLISHED BY AUTHORITY

11 BHADRA 1941(S)
(NO.PATNA 1027) PATNA, MONDAY, 2ND SEPTEMBER 2019

EDUCATION DEPARTMENT

NOTIFICATION

The 14th August 2019

No. 15/M 1-164/2015/1804---Under the provisions of section 30 of Bihar Private Universities Act 2013 the State Government has been pleased to approve the following first statute for Mata Gujri University, Kishanganj established vide State Government notification no 463 dated 20.02.2019.

CHAPTER – 01

PRELIMINARY

SHORT TITLE, SCOPE AND COMMENCEMENT

- 1.1. These “Statutes” may be called the First statutes of Mata Gujri University, Kishanganj.
- 1.2. They shall come into force with effect from the date of the notification in the state Gazette.
- 1.3. The Statutes are in conjunction with the provisions of the Bihar Private Universities Act, 2013 (Bihar Act 20, 2013). If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules will prevail.

CHAPTER - 02

DEFINITIONS

IN THESE STATUTES UNLESS THE CONTEXT OTHERWISE REQUIRES

- 2.1 “Act” means the Bihar Private Universities Act 2013.
- 2.2 All words and expressions used herein and defined in the Act and the Rules shall have the meanings respectively assigned to them in the Act and the Rules.
- 2.3 “State Government” means the State Government of Bihar;
- 2.4 “**Sponsoring Body**” in relation to the Mata Gujri Memorial Medical College & Lions Seva Kendra Hospital Trust, Kishanganj means a public trust registered under Indian Trust Act 1882.
- 2.5 “**University**” means the Mata Gujri University, Kishanganj established and incorporated under the Bihar Private Universities Act, 2013 in exercise of right under Article 30 (1) of the Constitution of India.
- 2.6 “**Authorities of the University**” means authorities specified in Section 21 of the Bihar Private Universities Act, 2013 (in short Act) and includes authorities declared by these Statutes.
- 2.7 “**Officers of the University**” means officers specified in section 14 of the Bihar Private Universities Act, 2013 (Bihar Act 20, 2013) and includes such other officers declared by the statutes to be the officers of University.
- 2.8 “**Constituent College**” means a college or an institution maintained by the University;
- 2.9 “**Employee**” means employee appointed by the University; and includes teachers and others staff of the University or of a constituent college;
- 2.10 “**Endowment fund**” means the endowment fund of the University established under section 11 of the Act;
- 2.11 “**General Fund**” means the General fund of the University established under section 12 of the Act;
- 2.12 “**Prescribed**” means prescribed by the Statutes and the rules made under this Act;
- 2.13 “**Faculty**” means group of academic departments of similar disciplines;
- 2.14 “**Fee**” means collection made by the university from the students for the purpose of any course of study and incidental thereto, in the University;
- 2.15 “**National Assessment and Accreditation Council**” means National Assessment and Accreditation Council, Bengaluru, an autonomous institution of the University Grants Commission;
- 2.16 “**Regulatory Body**” means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Nursing Council, Indian Council of Agriculture Research, Council of Scientific and Industrial Research, etc. and includes the Government or any such body constituted by the Government of India or the State Government;
- 2.17 “**Rules**” means the rule of the University made under this Act;
- 2.18 “**Schedule**” means schedule appended to this Act;
- 2.19 “**Statutes**”, “**Ordinances**”, and “**Regulations**” means respectively, the Statutes, Ordinances and Regulations of the University made under this Act;
- 2.20 “**University Grants Commission**” means the University Grants Commission established under the University Grants Commission Act, 1956;

- 2.21 “Teacher”** means a Professor, Associate Professor, Assistant Professor or such other person as may be appointed for imparting instruction or conducting research in the University or in a Constituent College or Institution and includes the Principal of a Constituent College or institution, in conformity with the norms prescribed by the University Grants Commission;
- 2.22 “Student of the university”** means a person enrolled in the university for taking a course of study for a degree, diploma, or other academic distinction duly recognised by the university, including a research degree;
- 2.23 “Study Centre”** means a centre established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of distance education;
- 2.24 “Off campus centre”** means a centre of the University established by it outside the main campus operated and maintained as its constituent unit, having the University’s complement of facilities, faculty and staff;
- 2.25 “Merger of existing facilities”**, means the sponsoring body of Mata Gujri University, Kishanganj, shall merge the existing facilities of Medical College Named “Mata Gujri Memorial Medical College & Lions Seva Kendra Hospital run by the same sponsoring body and the campus is also unitary. The existing Medical College shall under the preview and Jurisdiction of proposed Mata Gujri University from the date of notification published in the official gazette, Govt. of Bihar.
- 2.26 “Distance Education”** means, education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, web casting, correspondence courses, seminars, contact programs and any other such methodology;
- 2.27 “Higher Education”** means, study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
- 2.28 “Hostel”** means, a place of residence for the students of the University or its colleges, institutions or study centers, established/maintained or recognized to be as such by the University;
- 2.29 “Notification”** means a notification published in the Official Gazette;
- 2.30 “Official Gazette”** means, the Bihar Government Gazette;
- 2.31 “School/College”** is combination of various departments run in the University wherein these departments are specialized in one particular area or faculty or subjects;
- 2.32 “Section”** means a section of this Act;
- 2.33 “Department”** is a part of School/College running one or more courses in a University;
- 2.34 “Private University”** means a University established and incorporated under section 6 of this Act.
- 2.35 “Annual Report”** means the Annual report of the University as referred to in section 42 of the Act;
- 2.36 “Campus”** means the area of the university in which it is established;

CHAPTER – 03

LIST OF OFFICERS

Officers of the University:- The following shall be the officers of the University, namely:-

- 3.1 “The Visitor”** means the Visitor of the University referred to in section 15 of the Act.

- 3.2** “**The Chancellor**” means the Chancellor of the University appointed under section 16 of the Act;
- 3.3** “**The Vice-Chancellor**” means the Vice-Chancellor of the University appointed under section 17 of the Act;
- 3.4** “**The Registrar**” means the Registrar of the University appointed under section 18 of the Act;
- 3.5** “**The Chief Finance and Accounts Officer**” means the Chief Finance and Accounts Officer of the University appointed under section 19 of the Act;
- 3.6** “**The Dean of Students Welfare**” means the Dean of Students Welfare of the University appointed under section 20 of the Act;
- 3.7** “**Proctor**” means the Proctor of the University appointed under section 20 of the Act;
- 3.8** “**Controller of Examinations**” means the Controller of Examinations of the University appointed under section 20 of the Act;
- 3.9** “**Public Relation Officer**” means the Public Relation Officer of the University appointed under section 20 of the Act;
- 3.10** “**Deputy Registrar I**” means the Deputy Registrar of the University appointed under section 20 of the Act;
- 3.11** “**Deputy Registrar II**” means the Deputy Registrar of the University appointed under section 20 of the Act;
- 3.12** “**Development Officer**” means the Development Officer of the University appointed under section 20 of the Act;
- 3.13** “**Law Officer**” means the Law Officer of the University appointed under section 20 of the Act;
- 3.14** “**Estate Officer**” means the Estate Officer of the University appointed under section 20 of the Act;
- 3.15** “**NSS Officer**” means the NSS Officer of the University appointed under section 20 of the Act;
- 3.16** “**Sports Officer**” means the Sports Officer of the University appointed under section 20 of the Act;
- 3.17** Such other officers as may be declared by the Statutes to be the officers of the University.

CHAPTER - 04

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF VISITOR

- 4.1** In accordance with the Act, the Visitor of the University shall be an academician of eminence or person having long standing experience in Administration or social work of recognition. The visitor shall be appointed by the sponsoring body.
- 4.2** The visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas. The Visitor shall have the following powers namely
- a. To call for any paper or information relating to the affairs of the University.
 - b. On the basis of the information received by the visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act or Statutes, Ordinance, Regulations and rules made there under, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.
 - c. The Visitor may resign from his post by addressing his letter of resignation to the Chairman, Sponsoring body. The Executive Committee of the Sponsoring

Body shall consider and accept his resignation. Similarly in exceptional circumstances the Executive Committee of the Sponsoring Body can pass a no confidence motion against the visitor by a simple majority and can ask him to quit from his post. Such decision would be binding on the visitor. In such a situation and in the event of illness, long leave or death, the powers of the visitor shall be vested in the Chancellor. In no case this interim arrangement shall exceed six months. In the event of his resignation or removal, the Sponsoring Body shall in a meeting of the Executive Committee finalise a new name for the post of Visitor and appoint him to the said post.

- 4.3 The Visitor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body

CHAPTER – 05

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

- 5.1 In accordance with the Act, the Chancellor shall be appointed by the Sponsoring body for a period of three years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalise the name of the Chancellor. The Secretary or the Chairman of the sponsoring body shall final the name, along with a copy of the bio-data of the appointed chancellor, to the Visitor for approval.
- 5.2 The Chancellor shall be the head of the University.
- 5.3 The Chancellor shall preside at the meetings of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions.
- 5.4 The Chancellor shall have the following powers, namely:-
- a. to call for any information or record;
 - b. to appoint the Vice-Chancellor;
 - c. to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 17;
- 5.5 The Chancellor shall exercise powers as specified in Section 16 of the Act.
- 5.6 In case of an emergency like illness, absence or death of the Chancellor the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- 5.7 It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- 5.8 The Chancellor shall exercise general control over the affairs of the University.
- 5.9 The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
- 5.10 In a special meeting called for the purpose, the Executive Committee of the sponsoring body may consider a “No Confidence Motion” against the Chancellor and, if passed by two thirds majority, can recommend to the Sponsoring body for the removal of the Chancellor. After approval of the Sponsoring body, the Chairman shall remove the Chancellor.
- 5.11 The Chancellor may by writing under his hand addressed to the Sponsoring Body Chairman, resign his office. The Sponsoring Body after due consideration shall accept his resignation and decide a new name as per clause (1) of this statute.

CHAPTER - 06
APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF
THE VICE-CHANCELLOR

- 6.1 In accordance with the Act the Vice Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years.
Provided that if the Chancellor does not approve the recommendation of the Governing Body, he may call for fresh recommendation from the Governing Body.
Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years.
Provided further that a Vice-Chancellor shall continue to hold the office even after expiry of his term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year after re appointment.
- 6.2 The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- 6.3 The Vice-Chancellor shall preside at the convocation of the University in the absence of both, the Visitor and the Chancellor.
- 6.4 If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:
Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final. Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.
- 6.5 If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or rules made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- 6.6 The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes or the Ordinances.
- 6.7 If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-

Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub section, the Vice-Chancellor shall be given an opportunity of being heard.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor, the Chancellor shall assign the duties of the Vice-Chancellor to Pro-Vice Chancellor or a senior Professor of the University. However, this period of interim arrangement shall not exceed more than six months.

- 6.8 Apart from exercising all such powers as described in Section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in the different Statutes.
- 6.9 The Vice-Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
- 6.10 The Vice-Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University.
- 6.11 The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

CHAPTER - 07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- 7.1 In accordance with the Act the appointment of the Registrar shall be made by the Chairperson of the sponsoring body.
- 7.2 The Registrar shall be the Member Secretary of the Governing Body, the Board of Management and Academic Council but he shall not have a right to vote.
- 7.3 The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 7.4 The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor.
- 7.5 When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chairman, Sponsoring Body may appoint for the purpose.
- 7.6 If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Chairman of the Sponsoring Body whose decision shall be final.
Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard before the Sponsoring Body.
- 7.7 The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- 7.8 The age of retirement of Registrar shall be sixty-five years.
- 7.9 Duties of the Registrar shall include:
 - i. Maintaining the records, the common property and any such other property of

- the University as the Governing Body may decide.
- ii. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee.
 - iii. To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time. He will render desired assistance.
 - iv. The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice-Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
 - v. He shall discharge all such functions as assigned to him by the Governing Body/Vice-Chancellor/Chancellor of the University.
 - vi. The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice-Chancellor.
 - vii. An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
- 7.10** The Registrar may by writing under his hand addressed to the Chairman, Sponsoring Body resign his office.

CHAPTER - 08

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEFFINANCE & ACCOUNTS OFFICER (CFAO)

- 8.1 In accordance with the Act the appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on recommendations of the Sponsoring Body.
- 8.2 The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- 8.3 The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- 8.4 When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- 8.5 If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
- 8.6 The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice, provided that before taking such action of removal, the CFAO shall be given an opportunity of being heard by the Chancellor.
- 8.7 The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.

- 8.8 The age of retirement of CFAO shall be sixty-five years.
- 8.9 Duties of the CFAO shall be as follows:
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
 - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
 - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
 - iv. He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.

CHAPTER - 09

OTHER OFFICERS OF THE UNIVERSITY

The following shall be the other Officers of the University:

9.1 Dean Student Welfare (DSW)

The Dean of Students' Welfare shall be appointed by the Vice-Chancellor for a period of two years from amongst the Professors, Associate Professors or Directors/Principals. Provided that if the Vice-Chancellor thinks if necessary, for administrative reasons, he may revert the Dean to his original post and appoint another person as Dean for unexpired period.

Power and Function of the Dean of Students' Welfare:- Dean of Students' Welfare shall ensure that interest and welfare of the students is secured in the University and shall take all such steps which shall be necessary in the interest of the welfare of students in the University.

9.2 The Proctor

The Vice-Chancellor may, in consultation with the Chancellor, select and appoint a senior teacher of the University to function as Proctor whole time or in addition of his duties, for a period of two years and shall be eligible for re-appointment.

Provided that if the Vice-Chancellor thinks if necessary, for administrative reasons, he may, in consultation with the Chancellor, revert the Proctor to his original post and appoint another person as Proctor for unexpired period.

Powers and Functions of Proctor

The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the Vice-Chancellor, establish appropriate norms and procedures therefore.

The Vice-Chancellor shall, in consultation with the Chancellor, make provision for the necessary administrative support for the officer of the Proctor.

9.3 Controller of Examination

The Controller of Examinations shall be a whole time officer of the university and shall be appointed by the Vice-Chancellor with the consent of the Chancellor.

It shall be the duty of the Controller of Examinations:

- a. To conduct examinations in a disciplined and efficient manner;
- b. To arrange for the setting of question papers with strict regards to secrecy;
- c. To arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
- d. To constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
- e. To deal with any other matter connected with examinations which may, from

time to time be assigned to him by the Vice-Chancellor.

- f. Issue all notices for convening meeting of the Board of Examinations of the University in connection with the examinations, and maintain and keep the minutes of all such meetings and will be the Member Secretary of Board of Examinations.

9.4 DEAN OF FACULTY

Appointment and Removal

- a. The Vice-Chancellor may, in consultation with the Chancellor, determine the number of Faculty, and the number of categories of disciplines/Schools or constitute each Faculty for purposes of academic administration and of appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean for each such Faculty.
- b. Head of the Department or a senior Professor of the University designated by the Vice-Chancellor with the consent of the Chancellor shall exercise the power of the Dean of the Faculty concerned for a period of two years.
Provided that in the Faculty of Medicine and Faculty of Dentistry or any other Faculty, no Professor shall be appointed as Dean of the Faculty if he does not have the requisite qualifications and experience as prescribed by the respective Apex Body/Council as the case may be.
Provided further that if the Vice-Chancellor thinks if necessary, with the consent of Chancellor, for administrative reasons, he may revert the Dean of Faculty to his original post and appoint another person as Dean of faculty for unexpired period.
- c. If at any time, there is no Professor or suitable teacher in a Faculty, the Vice-Chancellor, shall exercise the powers of the Dean of the Faculty concerned.
- d. A Dean of Faculty may resign his office at any time during his tenure, and any Professor may decline the offer of appointment as the Dean of Faculty.
- e. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of his office, shall be performed by such persons as the Vice-Chancellor may appoint for the purpose.

Powers and functions

- a. The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- b. The Dean shall supervise and coordinate teaching and research in the Faculty through the Head of Departments, and take steps to promote interdisciplinary teaching and research wherever necessary.
- c. The Dean shall formulate policies & procedure and development programme of the Faculty and present them before the Academic Council with the approval of the Vice-Chancellor.
- d. The Dean shall coordinate the functioning of the various disciplines/ Schools/ department/ Centre under his charge, and assist the Vice-Chancellor in implementing the policies and directions of the Chancellor, the Governing Body and the Academic Council.
- e. The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or committee of the School, as the case may be, but not the right to vote there unless he is a member thereof.
- f. The Dean of Faculty shall have the authority to exercise all such disciplinary powers over the students in the Departments as may be necessary for the proper conduct of the School. The Dean may also frame such supplementary rules, as he

deems necessary to maintain discipline in the Faculty with the prior approval of Vice-Chancellor.

- g. The Dean shall be In charge of all extracurricular activities of Faculty.
- h. The Dean in consultation with Vice-Chancellor may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.
- i. The Dean shall be overall In charge of all academic and administrative matter pertaining to Faculty and also shall implement all non-academic development plans approved for the Faculty and take necessary actions/decisions with the permission of Vice-Chancellor.
- j. The Dean shall perform such other functions as may be assigned to him by the Chancellor/Vice-Chancellor and Board of Management and exercise such other powers as may be prescribed by the Regulations from time to time.
- k. The Dean of the Faculty shall take suitable steps to have the meeting of the Faculty convened and to give effect to the decisions/recommendations of the Faculty.

9.5 DIRECTOR/PRINCIPAL:

- a. **Appointment-** The Director/Principal shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor.
The Chancellor may remove the Director/Principal on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of University.
- b. **Power and Function:** The Director/Principal shall be the head of the institute/School and shall be responsible for the administration, academic excellence and maintenance of discipline among the staff and students of the institution. He shall perform such other powers and functions as may be assigned to him by the Vice Chancellor/Chancellor and Board of Management.

9.6 HEAD OF DEPARTMENT

- a. **Appointment and Removal** -Each Department shall have a Head whose functions and terms and conditions of appointment shall be laid down by the Academic Council. Normally a senior most Professor will be appointed Head of Department by the Vice-Chancellor, but in the department where there is more than one Professors, the Vice-Chancellor may appoint any Professor as Head of Department. Where there is no Professor, the Vice-Chancellor may appoint any Associate Professor as Head of Department.
- b. If deem fit, the Vice-Chancellor can appoint a Head of Department by rotation from amongst the Professors (or where there is no Professor, from among the Associate Professors) by seniority for a period specified in the appointment orders.
- c. The Vice-Chancellor may remove the Head of Department on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of University.

Power and Function

The Head of Department shall

- a. Be responsible for the organization and conduct of teaching and research of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Dean of the Faculty.
- b. Tender advice to the Dean of Faculty on all matters pertaining to his field in respect of teaching.

- c. Submit to the Dean of Faculty concerned the budgetary needs of his Department.
- d. Recommend to Dean of Faculty the work load of each member of the staff with respect to teaching and research.
- e. Assume responsibility for all University properties and facilities assigned to his Department.
- f. Recommend to the Dean of Faculty proposals for making improvement in the working of his Department, and
- g. Shall be the Chairperson of Board of Studies of his department, he shall be responsible to record and circulate the minutes of the meetings.

9.7 **University Librarian**

Appointment and Removal

- a. The University Librarian shall be appointed by the Vice-Chancellor on the recommendation of a Selection Committee constituted for the purpose by the University.
- b. The qualification and grade of pay for the post of University Librarian shall be such as prescribed from time to time by the University.
- c. The Vice-Chancellor can terminate the service of the University Librarian on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.
- d. **Powers and Functions** - The University Librarian shall be responsible for the maintenance of all libraries of the University,

The Librarian shall

- d.1. Have general overall supervision of the University libraries and library personnel including all campuses and departmental libraries of collections.
- d.2. Prepare the library budget for the University libraries.
- d.3. Advise at the beginning of each financial year campus library of the amount of money that will be available for the purchase of library materials for each of the respective libraries, including the department collections.
- d.4. Have the responsibility of receiving and accessioning all library materials.
- d.5. Have the responsibility of initiating and requisition for all library materials.
- d.6. Have the responsibility of renewing, in time subscription of journals.
- d.7. Prepare a library newsletter at prescribed intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff.
- d.8. Initiate, participate and cooperate in programme designed to stimulate and encourage the use of the library by students and staffs.
- d.9. Arrange for departments small collections of volumes and journals that are in almost constant use by the staff and post-graduate students as reference.

- 9.8 **Other Officers** – The offices of the University as mentioned in the list of Officers of Chapter-3 shall be appointed by the Vice-Chancellor with the approval of the Chancellor and shall function as directed by Chancellor/Vice-Chancellor/Board of management time to time. Further, the chancellor may declare and designate any deserving person as Officer of University or create new post as per requirement of University and declare it as Officer of the University.

CHAPTER - 10

GOVERNING BODY

Constitution, Powers and Functions of the Governing Body of the University

- 10.1 The Governing Body of the University shall consist of the following members, namely:
- a. The Chancellor;
 - b. The Vice-Chancellor;
 - c. Five persons nominated by the sponsoring body, out of which two shall be eminent educationists;
 - d. One expert of management or technology from outside the university, nominated by the Chancellor; and
 - e. One expert of finance, nominated by the Chancellor.
- 10.2 The Registrar shall be the member secretary of the Governing Body referred to in sub-section (3) of Section 18.
- 10.3 The tenure of membership of members in each category referred to in clauses (c), (d) and (e) of sub-section (1) of Section 22 of the Act shall be till further nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.
- 10.4 The quorum for meetings of the Governing Body shall be four. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- 10.5 The Governing Body shall meet three times in a Calendar year.
- 10.6 The Governing Body shall have perpetual succession and common seal and any of its acts or proceedings shall not be invalidated because of any vacancy in its membership.
- 10.7 **Powers and Functions of Governing Body**
The Governing Body shall be the supreme authority of the University and shall have the following powers and functions, namely
- a. To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made there under.
 - b. To review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or Rules made there under.
 - c. To approve the budget and annual report of the University.
 - d. To lay down the extensive policies to be followed by the University.
 - e. To recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, inspite of all efforts.
 - f. The Governing Body shall meet at least three times in a calendar year.
 - g. The quorum for meetings of the Governing Body shall be four.
 - h. To regulate and enforce the discipline among members of the teaching, administrative and other staff of the University in accordance with these Statute and the Ordinance.
 - i. To provide the building, premises, furniture and apparatus and other means needed for carrying on the work of the University.

- j. To take or authorize whatever measures necessary to protect and defend the interests of the University, in any legal or other proceedings by or, against the University.
- k. To constitute standing/special committees consisting of one or more of members of Governing Body, or persons outside the University to advice on the functions of the Governing Body.
- l. To select a common seal and logo for the University and provide for the custody and use of such seal and logo.
- m. To institute honorary degree, fellowship, scholarship, studentship, medals and prizes on the recommendation of the Academic Council/Chancellor
- n. To exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statute.
- o. To have control, supervision and superintendence over all other authorities, bodies and officers of the University and
- p. To sanction, abolish any teaching and non teaching posts, their re-allocation or redesignation.
- q. To do all such acts and things which the Governing Body may deem fit and proper in the interest of the University.
- r. To charge/open new school/college on the recommendation of Board of Management.

CHAPTER - 11

BOARD OF MANAGEMENT

- 11.1 Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- 11.2 The Board of Management shall consist of the following members, namely:
 - a. the Vice-Chancellor;
 - b. two members of the Governing Body, nominated by the sponsoring body;
 - c. three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - d. three persons, from amongst the teachers, nominated by the sponsoring body;
 - e. two teachers, nominated by the Vice-Chancellor.
- 11.3 The Vice-Chancellor shall be the Chairperson of the Board of Management.
- 11.4 The Registrar shall be the member secretary of the Board of Management.
- 11.5 The Board of Management shall meet once in every two months.
- 11.6 The quorum for meeting of the Board of Management shall be five.
- 11.7 The Powers and Functions of the Board of Management shall be;
 - i. To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
 - ii. To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - iii. To follow the Budget for Expenditure as approved by the Governing body.
 - iv. To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management/Statutes of the University.
 - v. To recommend to Governing Body for creating the post of other officers of the university.
 - vi. To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
 - vii. The First Ordinances of the University shall be made by the Vice-Chancellor

& subsequent Ordinances shall be made by the academic council of the University shall be approved by the Board of Management for approval of State Government.

- viii. To recommend to the Governing Body for creation of new faculty/course/school.
- ix. To manage the academic affairs of the institutions of the University in consultations with academic council.
- x. With the prior approval of the Governing Body to take steps for establishment, expansion or alteration in the colleges, schools, departments, centers, institutes of higher learning, specialized laboratories, libraries and museums on the recommendation of the Council.

CHAPTER - 12

THE ACADEMIC COUNCIL

- 12.1 Formation and Functioning of the Academic Council shall be as laid down under Section 23 of the Act.
- 12.2 The Academic Council shall consist of the following members:
 - i. Vice-Chancellor (Chairman)
 - ii. All Deans of the Faculty
 - iii. Director/Principal of Institutes/Schools/Colleges (Maximum four amongst the Director/Principal of Institutes/Schools maintained by Mata Gujri University shall be nominated by rotation by the Vice-Chancellor in consultation with Chancellor whose terms of office will be for One year).
 - iv. Such members of external experts as may be co-opted by the Vice-Chancellor with the approval of the Chancellor.
 - v. Head of each PG/University Department (Maximum six amongst the HOD/PG Department maintained by Mata Gujri University shall be nominated by rotation by the Vice-Chancellor in consultation with Chancellor whose terms of office will be for One year).
 - vi. Controller of Examination
 - vii. University Librarian.
- 12.3 The Vice-Chancellor shall be the Chairperson of the Academic Council.
- 12.4 The Academic Council shall meet at least two times each year and it may adopt its own rules of procedure for scheduling and conduct of its own meetings.
- 12.5 All nominated members shall hold their membership for period of 01 (One) year.
- 12.6 The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, any other person nominated by the Chancellor shall preside over the meeting.
- 12.7 The Registrar, shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorised by the Vice Chancellor shall act as the Secretary.
- 12.8 One third of the members the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.

12.9 Powers and Functions of the Academic Council

The Academic Council shall have the following powers and functions, namely

- a. To exercise general supervision over the academic policies of the University and to give direction regarding methods of instruction, co-operative teaching among faculties, evaluation of research or improvements in academic standards.

- b. To approve the syllabus of programme of studies as recommended by Board of Studies, periodic review of syllabi, teaching methods, training of faculty and assessment of performance of students and library resources.
- c. To bring about inter-Faculty/inter-school co-ordination, to establish or appoint committees or boards, for taking up projects on an inter-Faculty basis.
- d. To consider matters of general academic interest either at its own initiative or referred to by a Faculty, or the Board of Management and to take appropriate action thereon.
- e. To review the working of the Faculties as and when necessary.
- f. To formulate, modify or revise schemes for the organization of and assignment of subjects to Faculties and to report to the Board of Management as to the exigencies of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties.
- g. To make recommendations to the Board of Management for the establishment/expansion of and/or alteration in various Schools, Departments, Centers, Institutes of higher learning, specialized laboratories, libraries and museums, howsoever designated through the Chancellor.
- h. To formulate, revise or redefine the academic fields of study or subjects allocated to a School/Institute/Faculty/Center, a Department or any unit of an academic programme.
- i. To recommend to the Board of Management the new draft Ordinances or Regulations for various academic programmes of the University. However, for various academic programmes, Academic Council will be the final authority.
- j. To recognize diplomas and degrees of other Universities and institutions and to determine their equivalence with the diplomas and degrees of the Mata Gujri University, Kishanganj and to collaborate with other Universities anywhere.
- k. To perform in relation to academic matters, all such functions and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and Ordinances.
- l. To consider and take decisions on the recommendations of the Committee for Advance Studies and Research constituted under these Statutes.
- m. To make recommendations to the Board of Management, on creation, abolition of teaching posts, their reallocation or re-designation through Chancellor.
- n. To make proposals for institution of fellowship, scholarship, freeships and other fee exemption, medals and other awards.
- o. To promote and support research within and outside the University and to require periodic reports thereon.
- p. To promote publications by the teachers and others including publication of Journals and other publications by and in the name of the University.
- q. To submit an annual report of its activities to the Chancellor, and
- r. To frame such regulations and rules consistent with the Statutes and Ordinances regarding the academic functioning of the University, discipline, residences, attendance and any other requirement of University in this regard.

CHAPTER - 13

FACULTY

The University shall have the following faculties:-

- 13.1 Faculty of Medicine:** This will include Bachelor & Master Degree of all stream related to Medicine, Health Technology, Public Health and such all other stream related to Medical and Health Science.

- 13.2 Faculty of Nursing:** This will include G.N.M., Bachelor & Master Degree of Nursing and such all other stream related to Nursing.
- 13.3 Faculty of Allied Health Science & Paramedical Science:** This will include the technology of Laboratory, X-Ray, ECG, Optometry, MRI, CT, Cardiology, Physiotherapy, O.T., Anaesthesia, Blood Bank, Occupational Therapy, Diploma in Pharmacy, Bachelor in Pharmacy, Master in Pharmacy and all other stream related to Paramedical/Medical Technology Science.
- 13.4 Faculty of Science:** This will include Physics, Chemistry, Zoology, Botany, Statistics, Mathematics and all streams related to it.
- 13.5 Faculty of Education and Training:** This will include Bachelor & Master Degree of Education and Training.
- 13.6 Faculty of Management and Commerce:** This will include all streams connected with Management and Administration of Business and Accounting and Financial Management, Banking and Insurance, Business Economics, Commerce and Business Management, Cooperative Management and Rural Studies etc. and all streams related to Commerce.
- 13.7 Faculty of Engineering and Technology:** This will include Information Technology, Nano-Technology, Bio-Technology, Design Technology, Environment Science, River Studies, Computer Science and such all other stream related to Engineering and Technology and will include all stream related to Engineering and Technology.
- 13.8 Faculty of Media Studies & Mass Communication:** This will include Mass Communication, Journalism and all streams related to it.
- 13.9 Faculty of Fine Arts & Performance Art:** This will include Applied Art, Art Education Art History and Art, Appreciation, Graphic Art, Painting, Sculpture, Dance, Instrumental Music, Musicology, Vocal Music, Performing Arts & Visual Arts.
- 13.10 Faculty of Arts, Humanities & Social Sciences:** This will include English, Economics Political Science, History, Library Science, Geography and Sociology and all streams related to it.
- 13.11 Faculty of Agriculture:** This will include Agriculture and such all other stream related to Agriculture.
- 13.12 Faculty of Law:** This will include Bachelor & Master Degree of Law and all streams related to it.
- 13.13 Faculty of Dental Sciences:** This will include Bachelor & Master Degree of Dental Sciences and all streams related to it.
- 13.14** And any such other Faculty as may be approved by Governing Body on the recommendation of Board of Management/Academic Council.
- 13.15** Each Faculty will have different Colleges/Schools.

CHAPTER – 14

ACADEMIC AFFAIRS COMMITTEE

- 14.1** Each College/school shall have Academic Affairs Committee consisting of following members, namely:-
- Director/Principal of concerned Institute-Chairperson
 - Head of each department
 - One or more teachers from the Faculty/College nominated by the Vice-Chancellor.
- 14.2** The meeting of the Academic Affairs Committee shall be held once a quarter.
- 14.3** Special meeting shall be called by the Chairperson at the direction of the Vice-

- Chancellor or the Dean of the Faculty concerned.
- 14.4 One-third of the total members of the College shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- 14.5 Powers and Functions of Academic Affairs Committee:-**
- To coordinate teaching, disciplines and research activities of Departments assigned to the College/School and to promote and provide for interdisciplinary teaching and research and to arrange for examination and periodical tests in subject falling within purview of the College/School.
 - To appoint Committee or to undertake research projects common to more than one department.
 - To forward recommendations of Board of Studies to Academic Council/Committee for Advance Studies and Research.
 - To perform such other functions as the Academic Council may prescribe, and
 - In addition to the provisions made by the Statute, the College/Schools shall recommend to the Academic Council, the schemes for improvement in academic standards.

CHAPTER - 15

STANDING COMMITTEE

- 15.1 Standing Committee of the University shall be constituted as under:
- Vice Chancellor (Chairperson)
 - Registrar
 - CFAO
 - Deans of all faculties of the University.
 - Three senior Heads of Departments of the University by rotation (their term being three years).
- The Vice Chancellor can invite additional members to the standing committee as and when required.
- 15.2 The Registrar shall act as Secretary of the Standing Committee.
- 15.3 Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice-Chancellor. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
- 15.4 Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one-hour notice.

CHAPTER - 16

FINANCE COMMITTEE

- 16.1 The Finance Committee shall consist of the following members, namely**
- Chancellor- Chairperson
 - Vice-Chancellor
 - Two Deans of the Faculties to be nominated by the Chancellor, and
 - Three persons nominated by the Chancellor.
 - Chief Finance and Accounts Officer – Member Secretary.
 - One-third of the total members of the Finance Committee shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a

meeting.

- g. All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.
- h. The Chancellor shall preside at the meeting of the Finance Committee and in his absence the Vice-Chancellor shall preside over the meeting.
- i. The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure.

16.2 Power and functions of Finance Committee:

- a. The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Governing Body for approval.
- b. The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works may include the proceeds of loans). No expenditure shall be incurred by the University in excess of the limits so fixed.
- c. No expenditure other than that provided for in the budget shall be incurred by the University without the approval of the Finance Committee/Chancellor.

CHAPTER -17

EXAMINATION BOARD

- 17.1 The Examination Board shall consist of the following members

- a. The Vice-Chancellor- Chairperson.
- b. The Deans of Faculties.
- c. Controller of Examination- Secretary.

17.2 Powers and Functions of Examination Board

- a. The Examination Board shall render advice to the Vice-Chancellor on conduct of examinations and appointment of examiners, setters and moderators of the question papers, preparation, moderation and publication of examination results, submission of such examination results to the Academic Council and generally regulating the methods of improvement in the procedure of correct evaluation of achievement of students and the Vice-Chancellor shall be competent to take the final decision.

Provided further that the Vice-Chancellor shall have the power to order for reevaluation of answer sheets in case he is dissatisfied that the evaluation of answer sheets has not been fairly done or evaluation has been done in violation of the University Statutes, Regulations, Rules or orders.

- b. To make arrangements for conducting the examinations including their venue and schedule, to maintain standard of examination and to publish results thereof.
- c. To recommend the Vice-Chancellor the names of the question setters, examiners including external examiners, moderators and tabulators for each programme of studies.
- d. To take such other steps for conduct of a fair and proper examination on the scheduled time.

CHAPTER - 18

BOARD OF STUDIES

- 18.1 There shall be a Board of Studies for every subject or group of subjects, as may be decided by the Dean of the School/College concerned and approved by the Vice-Chancellor.

- 18.2 The Board of Studies shall consist of –
- Head of the Department - Chairman. If the Board has been constituted for more than one subject, the Vice-Chancellor shall nominate the Chairman;
 - three teachers each from the category of Professors, Associate Professors and Assistant Professors of the subjects nominated by the Vice-Chancellor;
 - two Experts having experience in Industry or Academia or Research Organizations etc. nominated by the Vice-Chancellor.

18.3 The term of the nominated members shall be three years.

Powers and functions of the Board of Studies

- 18.4 The Board of Studies shall have the following powers and duties, namely-
- to prepare syllabus for various courses of studies and design online courses of studies, wherever feasible;
 - to recommend books, including textbooks, supplementary reading, reference books and other material for such courses of Graduate and Postgraduate studies;
 - to prepare requirements in respect of teaching of the subject at various courses including teachers' qualifications and infrastructure, such as library, laboratory, equipments, consumables etc. for consideration of Academic Council and Board of Management;
 - to make recommendations to the Academic Council regarding the norms of recognition of postgraduate teachers;
 - to make recommendations to the Academic Council regarding the conduct of courses in University;
 - to recommend names of suitable persons for inclusion in the panels for appointment of paper-setters, examiners and moderators at the University examinations in the subject;
 - to suggest organization of orientation and refresher courses in the subject.
- 18.5 Every decision of the Board of Studies shall be placed before the Dean of concerned Faculty for approval and make further recommendations to the Academic Council, wherever necessary.
- 18.6. a) The Board shall meet as often as required but not less than four times in an academic year.
- The Chairman of the Board of Studies shall preside over the meetings of the Board. In the absence of the Chairman, the person elected by members present from amongst themselves shall preside at that meeting.
 - The chairman shall convene the meeting of the Board by issuing a notice of minimum eight days and shall inform the Registrar. However, for the urgent and special meetings no notice will be required to be given provided all the members are present either in person or through video conference.
 - The quorum for the meeting of Board of Studies shall be four.
 - Any items, questions, matters or proposals on the agenda shall be decided by majority votes of members present. In case of equality of votes, the Chairman shall have a casting vote.
 - A copy of minutes of meetings will be forwarded to Registrar of University under the signatures of the Chairman and the Dean of faculty.

CHAPTER - 19

STUDENTS COUNCIL

- 19.1 The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.

- 19.2 The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- 19.3 The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

CHAPTER - 20

DEANS OF FACULTIES

There shall be a Dean for each Faculty. A Professor within the faculty shall, according to seniority, act as the Dean of the Faculty for a period of three years, Provided that:

- 20.1 If there is no Professor, a Reader, according to seniority, shall act as Dean.
- 20.2 The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- 20.3 The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- 20.4 The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the BOM or the Vice-Chancellor.
- 20.5 Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

CHAPTER - 21

CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

- 21.1 The Dean of the Faculty who shall be the Chairman.
- 21.2 The Heads of Departments of Studies in the Faculty.
- 21.3 All Professors in the Faculty.
- 21.4 One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

CHAPTER - 22

Appointment of Teachers and Employees and Service Conditions of Officers of University, Teachers and Employees of the University.

- 22.1 **Designation of Teachers:** The teachers shall include the followings:-
- Professors/Principals/Directors of Institutes conducting teaching and guiding research.
 - Associate Professors/equivalents conducting teaching and guiding research.
 - Assistant Professors/equivalents conducting teaching and guiding research.
 - Demonstrators/Tutors/Senior Resident conducting teaching
 - Director, Deputy Director and Assistant Director of Physical Education.
 - University Librarian, Deputy Librarian and Assistant Librarian.
 - Designation of teachers shall also be as per regulations of respective Apex/Regulatory Body. 4.1.
 - Any other post as decided by the Board of Management with approval of the Chancellor.
- 22.2 **Manner of Appointment:**
- Whenever vacancies arise or when new posts are created, the appointment on such teaching posts shall be made through direct recruitment or by promotion

of candidates available in the University.

- b. All the appointments to permanent posts of teachers in the University shall be with the approval of the Chancellor on the recommendation of a Selection Committee in accordance with the provisions of these Statutes after such posts have been duly advertised with such qualifications as have been prescribed by the University Grants Commission/respective statutory councils of the field for each category of teaching posts and the candidates concerned have been interviewed by the Selection Committee except in case where such committee decides to consider the case of a candidate, otherwise than by a interview.
- c. The person(s) who have retired from a teaching post of any Medical College/Institution/College may be appointed on teaching post for the remaining period of his age as permitted by the respective apex Council of the field and the U.G.C.

22.3 The Selection Committee shall consist of:

- a. Vice-Chancellor- Chairperson
- b. Nominee of the Chancellor
- c. Dean of Faculty
- d. Two experts in the concerned discipline nominated by the Chancellor.
- e. Provided that for making temporary appointments to the posts of teachers for the temporary vacancy, an appointment shall be made on the recommendation of a Local Selection Committee consisting of Vice-Chancellor; Dean of the Faculty and Director/Principal/Head of the Institution/Department.

22.4 The Vice-Chancellor shall preside at the meetings of the Selection Committee.

22.5 Notwithstanding anything contained in the foregoing clauses of these Statutes, the Chancellor may invite a person of high academic distinction and professional attainment to accept a post of Professor in the University, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

22.6 The Chancellor of the University may appoint a teacher or any other academic staff working in any other University or institution for undertaking a joint project in accordance with the manner prescribed in the Ordinance.

22.7 Appointments on contract basis:

- a. The teachers shall as far as possible be appointed in substantive capacity. However, the Chancellor may, on an urgent basis authorize appointment of teacher on contract basis, when it deems it necessary and urgent.
Provided that such appointment shall as far as possible be in accordance with the selection norms and procedure laid down herein.

22.8 Administrative/ministerial/other non-teaching employees:

Appointment:

- a. The employee of University for the purpose of these Statutes mean administrative/ ministerial/other non-teaching employee. It excludes persons working on contract or casual basis.
- b. Whenever vacancy of administrative/ministerial/other non-teaching employees arises or new post is created,
- c. Appointment on such post in the University shall be made by the Vice-Chancellor with the approval of the Chancellor on the recommendation of a Selection Committee in accordance with the provisions of these Statutes after such posts have been duly advertised with such qualification as have been prescribed for the

post.

- d. The Selection Committee for appointment to the administrative/appointment to the administrative/ministerial/other non-teaching employees posts shall consist of the Vice-Chancellor, Registrar and one nominee of Chancellor or any committee constituted by the Chancellor. Provided that the Vice-Chancellor shall preside at the meetings of the Selection Committee.

22.9 Appointments on contract basis:

- a. The employees shall as far as possible be appointed to substantive posts. However, the University may, on an urgent basis, authorize appointment of employees on contract basis, when it deems it necessary and urgent. Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein.

22.10 Terms and conditions of service of Officers of University, Teachers and Administrative/Ministerial and other Non-Teaching Employees:

General:

- a. All the officers/teachers/employees of the University or any of its institution shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified in these Statutes. Teaching includes patient care services wherever required.

22.11 Functions and Responsibilities of the Professor in a Department:

- a. Teaching, including laboratory development.
- b. Research and research guidance.
- c. Consultancy and training programmes.
- d. Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialization.
- e. Initiation and participation in continuing educational activities.
- f. Students counseling.
- g. Interaction with other institutions, Universities at State, national and international levels.
- h. Publishing papers in national and international journals.
- i. Examination work such as organizing, supervision and assessment etc. pertaining to the department and University examinations.
- j. Curriculum development and developing resource material.
- k. Promotion of ethics, values and feeling of being all of us Indian amongst students by setting his/her own role model.
- l. Any other assignment given by the Board of Management/Academic Council.

22.12 Associate Professor in a Department:

- a. Teaching including laboratory instructions.
- b. Research activities and research guidance.
- c. Curriculum development and developing resource materials.
- d. Participation in continuing education activities.
- e. Academic and administrative planning and development work at departmental level and assisting at institutional level.
- f. Students counseling and interaction.
- g. Participation in co-curricular and extra-curricular activities.
- h. Assisting in administration at departmental, institutional and University level.
- i. Contributing effectively in identifying live projects for the students wherever applicable.
- j. Participation in programmes meant to improve his/her communication skills,

computer literacy, personality and confidence.

- k. Conducting himself/herself in a manner, benefitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and unfair practices.
- l. Promotion of ethics, values and feeling of being all of us Indian among students by setting his/her own role model.
- m. Effective resource generation for the Department/Faculty through consultancy, testing and projects.
- n. Examination work such as organizing, supervision and assessment etc. pertaining to the department, University examinations.
- o. Any other functions assigned by the Academic Council/Dean/Director/Principal from time to time.

22.13 Assistant Professor/ Demonstrators/Tutors/Senior Resident & other teachers in a Department:

- a. Teaching in lecture, practical, tutorials.
- b. Planning and implementation of instruction in laboratory.
- c. Design and developing of innovative laboratory experimental setups.
- d. Student assessment and evaluation.
- e. Developing resource material for teaching and learning.
- f. Assisting in continuing educational activities.
- g. Leading co-curricular and extra-curricular activities.
- h. Participating in Students Counseling.
- i. Liaison with parents and community.
- j. Participating in programmes meant for improvement in his/her communication skills, computer literacy, personality and confidence.
- k. Conducting himself/herself befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and indulgence in unfair practices.
- l. Promotion of ethics, values and feeling of being all of us Indian amongst students by setting his/her own role model.
- m. Examination work such as organizing supervision and assessment etc. pertaining to the department, University examination.
- n. Any other functions assigned by the Academic Council/Dean/Director/Principal from time to time.

22.14 Administrative/ministerial/other non- teaching employees;

The functions and work of each administrative/ministerial/other non-teaching employee shall be determined by the Vice-Chancellor in consultation with Chancellor. However an employee can be assigned any work or he may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.

22.15 Service agreement, Probation and Physical Fitness:

- a. At the time of recruitment, a service agreement shall be signed between the University and the officer/teacher/employee concerned and a copy of the same shall be deposited with the Registrar.
- b. Except as otherwise provided for in his/her contract of service, every officer/teacher/employee appointed shall be placed on probation for a period of one year for teaching staff & Officers/two year for non teaching staff as the case may be, on the expiry of probation period he/she shall be confirmed in his/her post, if he/she found, otherwise suitable.

- c. If he/she is not so confirmed, the Chancellor may, if it deems fit, dispense with his/her services as soon after the expiry of his/her probation period or extend the period of his/her probation, if he/she is not confirmed, his/her services shall be dispensed with after expiry of the period of extension of his/her probation.
- d. The service of an officer/teacher/employee appointed on probation may be terminated at any time during the probationary period without prior notice.
- e. All officers/teachers/employees shall be required to produce a physical fitness certificate signed by Medical Superintendent, M.G.M. Medical College, Kishanganj before joining the post.
- f. The service of an officer/teacher/employee appointed on temporary/purely temporary basis may be terminated at any time without prior notice. However, a notice period of minimum one month or as per terms of appointment or salary in lieu thereof will be required.

22.16 Age of Entry/Age of Retirement:

- a. A person whose age is less than 18 years may not be appointed to any post in the University. Upper age limit for entry into service shall be as prescribed by the respective Apex Body/University. The Chancellor shall be competent to relax the age limit in special case.
- b. All officers/teachers/employees of the University shall, if they are not employed for a fixed period, will retire from the University service with effect from the afternoon of the last day of the month in which they attain the age as prescribed by University Grants Commission or respective Statutory Council of the field or Government (As applicable). However, the University can relax the upper age limit of retirement in special cases.

22.17 Number of Posts (creation and abolition of posts):

The number of posts of teacher/employees shall be such as may be determined by the Vice-Chancellor with the approval of the Chancellor, provided that the Vice-Chancellor may obtain the recommendations of the Academic Council. The proposal for creation of new posts and abolition of post(s) received from any department shall be submitted to the Academic Council by Registrar. On the recommendations of the Academic Council the proposal shall be submitted for approval to the Chancellor.

22.18 Qualification:

The academic and other qualifications of officers/teacher/administrative posts shall be such as may be prescribed by University Grants Commission or respective statutory Councils. The academic and other qualifications of ministerial and other non-teaching posts shall be such as may be laid down by the Vice-Chancellor with the approval of the Chancellor.

22.19 Grades of pay and Allowances:

- a. The grades of pay of officer/teaching posts shall be such as prescribed by University Grants Commission from time to time and adopted by the University unless otherwise mentioned by the University in the advertisement/appointment letter.
- b. The grades of pay of the administrative/ministerial/other non-teaching employees shall be such as may be determined by the Chancellor on the recommendation of the Vice-Chancellor.
- c. A officer/teacher/employee can be granted advance increment(s) on the basis of his/her good work and conduct by the Chancellor on the recommendations of

Head of Department, Principal/Director, Dean and Vice-Chancellor (on the recommendation of Vice-Chancellor in case of officer of University).

- d. Officers/teachers/employees appointed on adhoc basis or for a specific period or on contract will receive emoluments as may be agreed upon between them and the appointing authority, Provided that the appointing authority will ensure that they possess minimum qualifications and/experience as prescribed by the University Grants Commission/respective councils/ government.

22.20 Allowances:

Allowances such as Dearness Allowance, Special compensatory Allowances, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, etc applicable to officers/teachers/employees shall be such as fixed by the University, taking into account the practices of other similar universities in the State. For retired persons government rules will be applicable for Dearness Allowance and other allowances.

22.21 Increment:

- a. Each annual increment shall be as prescribed in the applicable Pay Scale.
- b. There shall be a review of performance of the officers/teachers/employees before grant of each increment. The officers/teachers employees shall have a right to be heard in the matter.
- c. Where an efficiency bar has been prescribed in a time scale the increment next above the efficiency bar, shall not be given without the specific sanction of the Vice-Chancellor.

22.22 Leave:

Casual Leave:

- a. Casual leave admissible to the officers/teacher/employees of the University shall be 16 days in a calendar year. It cannot, however, be combined with any other leave or vacation but can be combined with holidays/compensatory leave provided that the total period, including holidays does not exceed 12 days including 3 days casual leave at a time.
- b. Casual leave should always be applied for and sanctioned before it is availed, except in case of emergency.

Following system of leave will be followed:

- a. Maximum number of admissible Casual Leave in a quarter-05 days.
- b. Officer/teachers/employees belonging to distant place can avail leave for longer duration for going to native place, on the basis of leaves available in their credit with the special permission of the Vice-Chancellor on the recommendations of the Dean of Faculty/Controlling Officer concerned.
- c. In case Casual Leave application is received, when there is no leave due in the credit, leave will not be recommended or sanctioned by the Director/Principal of College/Controlling Officer concerned. Such application shall invariably be put before Vice-Chancellor for taking decision.

22.23 Academic Leave:

Five days paid Academic leave may be granted to officers/teachers for presenting papers/chairing session at National or State level Conferences with the prior approval of the Vice-Chancellor. In addition, fifteen days paid Academic leave may be granted to Teachers for undertaking examinations of different University as an External Examiner with the prior approval of the Vice-Chancellor.

22.24 Medical Leave:

- a. Total Medical leave up to ten days full pay/twenty days half pay in a calendar

- year shall be admissible.
- b. Medical Leave shall not be sanctioned during first six months of joining of service. In special cases sanction of Medical Leave can be considered during first six months by the Vice-Chancellor on the specific recommendation of Dean of faculty/Controlling officer. The sanction of Medical Leave shall be subject to submission of Medical Certificate.
- 22.25 Earned Leave:**
The earned leave admissible to an officer/teacher/employee of the University shall be 20 days for each completed year of service subject to a maximum accumulation of 150 days but the maximum leave that may be availed at a time shall not exceed 30 days. Earned leave of more than 30 days in a calendar year can be availed with the approval of Vice Chancellor on the recommendation of Director/Principal/Controlling authority of the Institute.
- 22.26 Compensatory Leave:**
Compensatory Leave to Teaching and Non teaching Staff may be allowed for working more than 6 hours on holiday/Sunday due to service exigencies with the permission/approval of Director/Principal/Controlling authority of the Institute. Such leave can be accumulated up to maximum 20 days and can be availed within a year.
- 22.27 Extra-ordinary Leave:**
Extra-ordinary leave may be granted to any University officer/teacher/employee in special circumstances:
- a. When other leave is admissible but the University officer/teacher/employee concerned applies in writing for the grant of extra-ordinary leave.
- OR
- b. Specified by the competent authority. Such leave shall be without pay.
The Vice-Chancellor may commute retrospectively period of absence without leave into extra-ordinary leave. He may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extra-ordinary leave was granted.
- 22.28 Maternity Leave:**
Maternity leave up to maximum 90 days may be allowed to a female employee twice in service provided she is not entitled for any other such benefit through the University.
- 22.29 Other leave rules:**
- a. If the officer/teacher/employee absents himself/herself from duty without permission or overstay after his/her leave, his/her salary during the period of absence shall be forfeited, and if he/she remains absent or overstay for more than 2 weeks, his/her office shall be declared vacant: Provided that the officer/teacher/employee has been asked to explain within reasonable time the reasons of his/her absence from office and such explanation has been found unsatisfactory by the competent authority.
- b. Leave account of each officer/teacher/employee of the University shall be maintained by concerned department/office and office of the Registrar.
- c. Leave cannot be claimed as of right.
- 22.30 Resignation, Termination of Service:**
- a. The service of a officer/teacher/employee shall be liable to termination on any of the following grounds:

- b. Gross negligence in discharge of duty;
- c. Misconduct;
- d. Insubordination, any breach of discipline or dereliction of duty;
- e. Physical or mental unfitness for the discharge of duty;
- f. Any act prejudicial to the University or its property;
- g. Conviction by a Court of Law for offence involving moral turpitudes; and
- h. Guilty of activity which is anti secular and which tends to create communal disharmony.
- i. If a temporary officer/teacher/employee wishes to resign from service he/she shall give one month's/as per appointment letter prior notice in writing to the University. If the officer/teacher/employee fails to give such a notice, the University shall be entitled to recover salary from his due salary or any deposit in account of University, from him/her in lieu of such notice. The period of notice will be counted from the date of receipt of the notice in the University office. However, the notice period should be for working days of one month/as per appointment letter, no leave will be entitled in this period.
- j. If the University decides to terminate the services or to relieve a officer/teacher/employee not confirmed in the service, one month's/ as per appointment letter notice shall be given to him/her or in lieu of notice, he/she shall be paid one month salary/ as per appointment letter but if the services are terminated on any ground as mentioned in sub-clause 29.1 above, then University can terminate the services of the officer/teacher/employee immediately without giving him/her notice salary.
- k. A permanent officer/teacher/employee shall be required to give three months notice in case he/she desires to resign, or he/she shall pay to the University salary, in lieu of such notice period but if the University terminates services of permanent officer/teacher/employee on any ground mentioned in sub-clause 29.1 above, then University can terminate the services of such officer/teacher/employee immediately without giving him any notice and University shall not be liable to pay him/her any salary.
- l. An officer/teacher/employee before leaving the University service shall hand over the charge of his/her post to a duly authorized officer/teacher/employee as designated by the Vice-Chancellor or Registrar and shall return to the University all books, apparatus, furniture, computers and peripherals, mobile phone etc, issued to him/her for his/her personal use and shall pay all the charges due against him/her for occupation of residential quarters, water and electricity charges, etc. If he/she fails to do so, the University shall recover the amount due from him/her, on account of the above items, from his/her last salary or from the University contributions to his/her Provident Fund or any of his deposits lying with the University.
- m. An officer/teacher/employee who is in the occupation of residential accommodation of the University, shall on leaving the service of the University vacate the residence allotted to him/her by the University and shall handover his/her complete articles/furniture in the allotted house to a person designated by the Vice-Chancellor. In the absence of this, if there is any damage or loss of articles from the house noticed at the time of vacation, the University shall have the right to recover the amount from his/her salary or deposit with the University. The residential accommodation shall be vacated within a period of one week from the date of resignation. In special cases, the residential accommodation can be

- retained upto one month with permission of Vice-Chancellor/Chancellor.
- n. The Vice-Chancellor may suspend a officer/teacher/employee against whom any misconduct is alleged but before any orders for dismissal is passed by the competent authority, the officer/teacher/employee shall be informed about the allegations made against him/her and shall be given a reasonable opportunity to make such representation to the Vice-Chancellor/Chancellor. The decision of the Vice-Chancellor shall be final and binding on the officer/teacher/employee.
- 22.31 **Appeal:**
A person is entitled to prefer an appeal to the Vice-Chancellor and may submit his/her appeal to the Registrar within one month of the date of the decision, by which he/she has been aggrieved, is duly served on him/her.
If the person is not satisfied with the order of the Vice-Chancellor, he may appeal to the Chancellor and in such case the appeal should be submitted to the Registrar within one month of the order passed by the Vice-Chancellor. The decision of the Chancellor shall be final and binding.
- 22.32 **Provident Fund and Insurance Benefit:**
Officer/teacher/employee of the University shall be given the benefit of subscribing to the Employees Provident Fund & ESIC as per provisions of the EPF & MP Act and ESIC Act. Voluntary membership of EPF/ESIC will be decided by the Chancellor.
- 22.33 **Record of service:**
a. There shall be a personal file for every officer/teacher/employee in which shall be placed all papers, records and other documents relating to his/her service in the University. The file shall contain in particular, a Service-Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service-book shall also contain a leave account form for the officer/teacher/employee showing a complete record of all leave (except casual leave), earned as well unearned taken by him/her.
b. Confidential reports file shall also be maintained for each officer/teacher/employee.
- 22.34 **Other conditions:**
a. An officer/teacher/employee of the University may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.
b. Official information obtained in course of employment must not be communicated by any officer/teacher/employee to any outsider or to the press without the prior written permission of the Vice-Chancellor/Chancellor.
c. The Vice-Chancellor shall be competent to allot such type of residential accommodation to a officer/teacher/employee of the University as he/she deems fit, provided that the officer/teacher/employee shall vacate such accommodation when called upon to do so by the Vice-Chancellor.
d. Any matter regarding conditions of service not covered by the provisions of these statutes may be decided in accordance with the rules laid down by the University for officer/teacher/employee or in such other manner as the Vice-Chancellor may deem fit and proper with the approval of the Chancellor.
e. The University shall have the right to verify the character and antecedents of the officer/teacher/employee at the time of his/her first appointment or otherwise.
f. An officer/teacher/employee of the University shall not take up any other job/employment or do private practice during the services of the University unless

permitted by the University to do so.

g. Code of professional ethics:

The University shall evolve its own professional and general ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the academic and other staff of the University.

CHAPTER – 23

OBJECTS OF THE UNIVERSITY

Objects of the University – Following shall be the objects of the University, under this Act namely:-

- a. To provide instructions, teaching and training in Higher Education and make provisions for research, advancement and dissemination of knowledge;
- b. To create higher levels of intellectual abilities
- c. To establish state of the art facilities for education and training;
- d. To carry out teaching and research and offer continuing education programmes;
- e. To create centre of excellence for research and development and for sharing knowledge and its application;
- f. To establish campus in Bihar and to have study centres at different places within its jurisdiction;
- g. To establish examination centres;
- h. To institute degrees, diploma, certificates and other academic distinctions on the basis of examination, or any such other method;
- i. To ensure that the standard of degrees diplomas, certificates and other academic distinctions are not lower than those laid down by AICTE, NCTE, UGC, MCI, Pharmacy Council, and other similar agency/agencies established by the Government of India for regulation of Higher education and Technical education;
- j. To open study centres within its jurisdiction;
- k. To set up off campus centre within and out of the state, subject to the permission of the regulatory bodies under any law made by the Parliament and any regulation, rules etc. made by the regulating bodies;
- l. To pursue any other objective as may be approved by the Government.

CHAPTER – 24

PROCEDURE FOR RESOLUTION OF DISPUTES

- 24.1 The Vice-Chancellor may in consultation with the Chancellor, appoint a senior teacher as the Dean of Students Welfare under Chapter 2 Clause 7 to oversee the welfare of the students. The Vice-Chancellor may, likewise, appoint teacher to assist the Dean of Student Welfare in performance of his functions. The Dean of the Students Welfare shall have the over-all charge of all extra-mural activities of the students. He shall be assisted by such staff as may be deemed appropriate by the Chancellor. However, Vice-Chancellor can appoint any officer/teacher of the University, for the arbitration of grievances, resolution of disputes and taking appropriate action in the matter.
- 24.2 Grievance or complaints, if any, from students shall be heard by the Dean of Students Welfare/Officer designated by Vice-Chancellor and he may make appropriate recommendations to the Vice-Chancellor.
- 24.3 The Governing Body shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaint, if any from officers, teacher and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the Vice-Chancellor.
- 24.4 In respect of any in-house proceedings on grievances, complaints or disputes, no

- outside individual or agencies shall be entitled to have access.
- 24.5 The Chancellor may appoint any person as Arbitrator for the Arbitration of matters concerning complaints from the persons outside the University but involving the University and the decision of the Arbitrator shall be binding on the parties.
- 24.6 The jurisdiction of courts/suits for all the purposes by and against the University shall be Kishanganj, Bihar.

CHAPTER - 25

MAINTENANCE OF THE DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY

- 25.1 All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor
- 25.2 The Vice-Chancellor may delegate all or any of his/her powers as he/she deems proper to the Proctor and such other officers as he may specify in this behalf.
- 25.3 Without prejudice to the generality of his powers relating to the maintenance of discipline and checking anti-social and illegal activities and taking such action, in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may, in the exercise of his power, by order, direct that any student or students be expelled, for a specified period, or be not admitted to a course or courses of study in a faculty, Department or Institution for a certain period, or be punished with fine for an amount to be specified in the order, or debarred from taking a University or Departmental Examination or Examinations for one or more years, or that the results of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be withheld or he/she/they may even be expelled from the course forever as the Vice-Chancellor may deem fit.
- 25.4 The Dean of Faculties and Heads of Teaching Departments in the University shall have the authority as specified by Ordinances to exercise all such disciplinary powers over the students in their respective Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions/Faculty and teaching in the concerned Departments.
- 25.5 Without prejudice to the power of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed by the University. The Deans of Faculties and Heads of Teaching Departments in the University may frame such supplementary rules, as they deem necessary for the aforesaid purposes. Students shall be notified of rules so made.
- 25.6 At the time of the admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other authorities of the University.
- 25.7 The University shall evolve its own academic and general ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the students of the University.

CHAPTER – 26

POWER IN RESPECT OF GRANTING AND WITHDRAWING DEGREES

Grant and Withdrawal of Degrees:

- a. The Academic Council may, by resolution passed by a majority of not less than two-thirds of the members present and voting:-
- b. Make proposals to the Chancellor for the conferment of honorary degrees;
- c. Withdraw any ordinary degree or diploma conferred by the University; and

- d. With the sanction of the Chancellor, withdraw any honorary degree.
- e. Notwithstanding anything contained in this statute, in case of urgency, the Chancellor may confer an honorary degree to a distinguished person(s).

CHAPTER- 27

FEE, FELLOWSHIPS & SCHOLARSHIPS AND MEDALS & PRIZES

- 27.1** All the Courses in the University will be run on self-finance mode. The following types of fees may be charged from the students:
- a. Prospectus and Registration form
 - b. Admission fees (where applicable)
 - c. Tuition fees for the course
 - d. Examination fees
 - e. Library fees
 - f. Development/amalgamated fund
 - g. Laboratory fees
 - h. Caution money
 - i. Hostel & Mess fees (Where applicable)
 - j. Identity Card fees
 - k. General insurance fees
 - l. Placement fees (Where applicable)
 - m. Amenities Fee
- 27.2** The University can introduce other heads of fees from time to time.
- a. In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students.
 - b. The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
 - c. The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
 - d. The tuition fees for the various courses will be defined in their respective Ordinances and can be changed with the approval of Board of Management.
- 27.3** In case a student discontinues/withdraw/requests to leave the course after the last date of admission, for whatsoever be the reason, he/she shall be required to deposit all fee for the remaining years (duration) of the whole course. The University shall have the right to realize such fees for remaining years from the student because he/she has blocked one seat of that particular discipline for remaining period of the programme causing financial loss to the University. No correspondence in this regard shall be entertained and decision of the University shall be final.
- a. At the time of admission of students if the University deems it proper, it will take bank guarantee from the student(s) in lieu of fee for the remaining period of full course.
 - b. The Chancellor shall have the power of full/part exemption/waiving of any kind of fee payable by any student for the academic year.
- 27.4 Fellowships and Scholarships:**
- a. The Academic Council may recommend to the Vice-Chancellor to institute the award of Fellowships and Scholarships carrying such remuneration as may be fixed on the approval of Chancellor.

- b. Fellowships shall be tenable for one academic year in the first instance, but may in special cases be extended for a further period. The extension of fellowship shall be as per the criteria laid down by the University.

27.5 Medals and Prizes:

- a. The medals, certificates/cash prize for academic/work excellence of a student in the class or a programme and for a teacher/employee of the University may be instituted by the Board of Management on the recommendation of Academic Council.
- b. Any private person, Trust or agency can propose to institute a medal/cash prize for a particular programme/course. The proposal shall be considered by Board of studies/Faculty and finally by Academic Council which can accept or reject the proposal. This recommendation of the Academic Council has to be approved by the Chancellor.
- c. Medals and Prize shall be awarded to the students/teacher/employees for their outstanding performance in sports, cultural activities, debates, seminars, etc.

CHAPTER – 28

POLICY OF ADMISSIONS

Admission:

- 28.1 Admissions in the University shall be offered strictly on merit in accordance with the rules framed by the relevant bodies of the University and the law enforced time to time.
- 28.2 A candidate who applies for admission shall be presumed that he/she agrees to abide by/well acquainted with the University Rules, approval of the course and no litigation shall, therefore be tenable.
- 28.3 Admission in University shall be open to Indian citizens or Non-Resident Indians. However, University shall also admit foreign student as per the guidelines of the Central and the State Governments. Admissions in all programmes of University shall be made strictly on the basis of merit, provided that admission in professional and technical courses shall be made on merit determined through entrance test conducted by the University or University may associate with other universities to conduct admission test which offer similar courses or can also use the score of entrance tests conducted by Associations of Universities/other Federation/State agencies/other bodies for admission to any programme. However, in case of entrance test has not been conducted due to one or the other reasons or lesser availability of candidates, admissions shall be made on the basis of merit obtained in qualifying examination.
- 28.4 For NRI/foreign students admission shall be made on merit of marks obtained in qualifying examinations or as per regulations of the respective Apex Body/prevailing law.
- 28.5 University shall conduct entrance test of its own in all disciplines having one or more centers in the entire country or abroad maintaining the fairness and transparency.
- 28.6 For courses where admission is through merit in the qualifying examination weightage shall be given for excellence in sports and other extracurricular activities.
- 28.7 Reservation policy of the Government in admission of students belonging to Schedule Castes/ Schedule Tribes and other backward classes shall be governed by article 30(1) of the Constitution of India and the law laid down by the Supreme

- Court of India in the matter of admission of students in unaided private minority technical and professional institutions.
- 28.8 All admissions shall be provisional. If it is found at any stage that the qualifying examination of a candidate is not recognized by the University or he/she has concealed or given false information, such admissions shall be cancelled at any stage.
- 28.9 All admissions granted shall, in the first instance be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enroll the student by allotting him/her Enrolment Number.
- 28.10 Such student who were enrolled with any duly constituted university in the country can be migrated to the University with the approval of Academic Council. Such students shall be enrolled in the University and shall be students of Mata Gujri University, Kishanganj.
- 28.11 Every student shall have to pass a medical test before admission, and the admission of those found medically unfit shall be cancelled.
- 28.12 The details of admission procedure shall be as prescribed in the Ordinances.

CHAPTER - 29

NUMBER & ALTERATION OF SEATS AND REVISION OF SYLLABI

29.1 Number & Allocation of seats

- a. The number of seats in different courses and increase of seats in different courses shall be governed by these Statutes and shall be decided as per approval from respective apex technical Councils of the fields and the Central Government or by the University where no Council exist or where Council's and Central Government approval is not required the number of seats shall be increased by the University subject to availability of necessary infrastructures.
- b. On the recommendation of the Faculty the Academic Council shall consider the proposal in respect of number of seats or alternation/increase in seats in all the courses in the particular academic year. If the proposal is approved by Academic Council, the University will directly apply to the respective statutory Councils for the same wherever necessary.

29.2 Revision of Syllabi

The syllabi of a course/programme of study shall be subject to revision periodically as per need and development in field of study or revised syllabi approved by respective Councils shall be adopted as such. The Academic Council shall approve the revised syllabi on the recommendation of Board of Studies and Faculty.

CHAPTER – 30

FINANCIAL PROCEDURES

30.1 Accounting policies and procedures

Chief Finance and Accounts Officer shall be responsible for maintaining the statements of income, expenditure accounts of the University.

- a. Following shall be the sources of income of the University.
- b. Fee received from students for the course of studies;
- c. Donations from individual/organization or institutions received & transferred by Mata Gujri University, Kishanganj.
- d. Hospital income;
- e. Borrowed funds;
- f. Any other income received from Sponsoring Body; and

- g. Any other source approved by the authorities of the University.
- h. The account of the income received by the University during the year shall be maintained by Chief Finance and Accounts Office.

30.2 Following shall be the expenditure heads;

- a. Academic.
- b. Administrative.
- c. Infrastructure and maintenance of buildings.
- d. Laboratory, office and medical equipments.
- e. Consumable items.
- f. Repairs maintenance.
- g. Expenditure on establishment of new department, college/ institution, campus in State, country and anywhere.
- h. Any expenditure as approved by the authorities/ Chancellor of the University.
- i. Salary and allowances.
- j. Fee, remuneration, honorarium paid to the Professionals.
- k. All the expenditures made by the University during the year on different heads shall be maintained by Chief Finance and Accounts Office.
- l. The Annual accounts and balance sheet of the University shall be prepared under the direction of the Governing Body and shall, once at least every year be audited by a qualified practicing Chartered Accountant.
- m. Annual budget of the University shall be prepared by Chief Finance & Accounts Office and presented to the Governing Body for approval.

30.3 Collection and utilization of the fund:

- a. Donations to the fund may be accepted from individuals, organizations or institutions, by Mata Gujri University, Kishanganj at its discretion.
- b. The fund shall be treated as a corpus, and shall be utilized for the purposes mentioned in these statutes.

CHAPTER- 31

Establishment of New Institution(s), Off-campus (es), Creation of New Department(s) & Abolition or Restructuring of Existing Department(s)

- 31.1 The Colleges and Institutions which have been established before the commencement of the Mata Gujri University, Kishanganj established under Bihar Private Universities Act, 2013 (Act No. 20 of 2013) have become the institutions/academic departments of the University. Subsequently established schools, colleges, departments, faculties, institutions & teaching programme shall also be the institutions/ academic department of the University.
- 31.2 The new Faculty(s), Department(s), Schools, Colleges, Institute(s), Off-campus (es), Off-Shore Centre (s), Study Centre(s), counselling & guidance centre(s) shall be established by the Chancellor on the recommendations of Academic Council. All the rules, ordinances and regulations shall be framed and approved by the Chancellor on the recommendations of the Academic Council.
- 31.3 The University can start Schools, Colleges, Postgraduate, Post Doctoral & other course/programme along with number of seats allocated to these programmes in all disciplines and may apply directly to the Statutory Council(s) and the Central/State Government wherever necessary, for approval of course(s) and number of seats, in the course(s).
- 31.4 University may establish from time to time institutions, specialized laboratories or other units for research and instructions, study centers, off-campus (es), off-shore campus, counselling & guidance centre(s) and may also launch the study

- programme in distance/correspondence mode, as are in the opinion of the University, necessary for furtherance of its objectives within or outside the State as per provisions of the Act.
- 31.5 The proposal for abolition or restructuring of existing department(s) be submitted by the head of concerned department/ institute of the University to the Registrar of the University which shall be placed before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal, before the Chancellor for his consideration and approval.
- 31.6 Dean Faculty/Institute of the University, desirous of launching a new academic programme, shall submit to the Registrar of the University, a proposal in respect of the same programme preferably before the academic year in which the programme is to be launched.
- 31.7 The proposal for launching a new academic programme course shall be submitted to the Registrar in a prescribed format. The Registrar shall place the proposal, before the Academic Council for consideration.
- 31.8 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any before the Chancellor for consideration and approval.
- 31.9 The Registrar shall convey the decision to the constituent unit, which had initiated the proposal.

CHAPTER - 32

PLANNING AND MONITORING BOARD

Planning and Monitoring Board

- 32.1 The Planning and Monitoring Board shall be the principal Planning Body of the University and shall be responsible for monitoring of the development programs.
- 32.2 The Planning and Monitoring Board shall consist of –
- a. the Chancellor - Chairperson;
 - b. the Vice-Chancellor;
 - c. the Pro-Vice-Chancellor, if any;
 - d. all Deans of Faculties;
 - e. the Chief Finance and Accounts Officer;
 - f. the University Engineer/ Project Engineer of the University;
 - g. three persons to be nominated by the Chancellor, one of them should be from Board of Management, one should be renowned Architect and one should be eminent Educationist;
 - h. Registrar – Member-Secretary.

Powers and functions of Planning and Monitoring Board

- 32.3 The Planning and Monitoring Board shall have the following powers and duties, namely:
- a. to ensure compliance of the norms laid down by the University Grants Commission and other statutory bodies in respect of infrastructure and supportive teaching aids;
 - b. to assess the need and plan the utilization of the infrastructure as per the guidelines of the University Grants Commission and other statutory bodies;
 - c. to devise ways and means to augment the financial resources of University;
 - d. to plan the development of University campus and ensure its implementation;
 - e. to consider any other matter which may be referred to it by the Governing Body or Board of Management.
- 32.4 The Planning and Monitoring Board shall meet at least twice in a year.

- 32.5 The minutes of the meeting of Planning and Monitoring Board shall be drawn by the Registrar and signed by the Vice-Chancellor and the Chancellor.
- 32.6 The Planning and Monitoring Board may advise the Governing Body and the Academic Council on any matter, which it may consider necessary for the fulfillment of the objectives of the University.
- 32.7 The quorum for meetings of the Planning and Monitoring Board shall be five.

CHAPTER - 33

BOARD OF INTER-DISCIPLINARY STUDIES

- 33.1 There shall be a Board of inter-disciplinary Studies.
- 33.2 The Board of Inter-disciplinary Studies shall consist of the following members:
 - a. the Chairmen of the Boards of Studies in the respective subjects including Chairmen Ad- hoc Boards, if any;
 - b. the Heads of University Departments in the respective subjects;
 - c. two members from each of the Boards of Studies concerned, nominated by the Academic Council, One of the members so nominated shall be a person with specialized knowledge, co-opted on the Board of Studies, and the other shall be a teacher in the subject concerned;
 - d. one Professor, in the subject or discipline, to be nominated by the Vice-Chancellor;
 - e. one expert in the subject/discipline co-opted by the Board of Inter-disciplinary Studies.
- 33.3 The Chairman of the Board of Inter-disciplinary studies shall be elected from amongst the members, at its first meeting.

Powers and functions of Board of Inter-disciplinary Studies

- 33.4 The Board of Inter disciplinary studies shall have the following powers and duties, namely:
 - a. to recommend to the Academic Council, the projects relating to the Inter-disciplinary subjects;
 - b. to make proposals to the Academic Council, for the conduct of inter-disciplinary studies and area or regional studies;
 - c. to recommend to the Academic Council, upon a reference to it by the Governing Body or Board of Management or by the Academic Council or by the Faculty concerned or otherwise, the course of inter-disciplinary studies;
 - d. to recommend to the Academic Council and to the Board of Management and the Governing Body, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development;
 - e. such other matters as may be referred to it by other authorities of the University.
- 33.5 The board of Inter-disciplinary Studies shall meet at least once in a year. The meeting of the Board shall be convened by the Chairman with ten clear days notice.
- 33.6 The minutes of the meeting of Inter-disciplinary Studies shall be prepared by the Chairman and submitted to the Academic Council for its consideration

CHAPTER - 34

UNIVERSITY BOARD OF SPORTS AND PHYSICAL CULTURE

34.1 The objectives of the Board are as under:

- i. to promote, organize and control the sports, games and physical culture in the University area;

- ii. to promote, inculcate and enhance the spirit of true sportsmanship;
- iii. to undertake and conduct University and Inter-University and other types of sports and tournaments.

34.2 The University Board of Sports and Physical Culture shall consist of the following:-

- i. the Vice-Chancellor - Chairman;
 - ii. two experts in the field of sports and physical culture to be nominated by Vice-Chancellor;
 - iii. two members of the Board of Management nominated by the Board of Management ;
 - iv. the Director of Students' Welfare;
 - v. the Director of Sports and Physical Culture - Member Secretary.
- 33.3 The term of office of the nominated members shall be three years.
- 33.4 (i) The Board of Sports and Physical Culture shall meet at least twice in a year.
(ii) The meeting of the Board shall be convened by the Vice-Chancellor.
(iii) Seven days notice shall ordinarily be required to be given for the meetings of the Board.
(iv) Three members shall constitute the quorum.
(v) The minutes of the meeting of the Board of Sports and Physical Culture shall be drawn by the Director of Sports and Physical Culture and submitted to the Board of Management for perusal.

Powers and functions of University Board of Sports and Physical Culture

33.5 The powers and functions of the Board shall be:-

- (i) to frame rules for the control and conduct of various sports, games and tournaments;
- (ii) to prepare and present to the Board of Management the Annual Budget of the Board of Sports and Physical Culture;
- (iii) to allot funds to various Councils, Committees and subcommittees;
- (iv) to make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfillment of its objectives;
- (v) to organize coaching camps with a view to raising the standards of sports in general and increase the caliber of sportsmen in particular;
- (vi) to decide in which games, sports and tournaments the University should participate in the Inter University tournaments;
- (vii) to select players for the various teams for participation in Inter-University tournament;
- (viii) to appoint whenever necessary committees and sub-committees;
- (ix) to organize and conduct University and Inter-University sports and meets;
- (x) to incur expenditure within the frame-work of the sanctioned budget;
- (xi) to institute and receive Prizes and Trophies and to receive donations for the purpose;
- (xii) to settle disputes referred to it;
- (xiii) to nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments;
- (xiv) to collect such amount, as decided by the Board of Management, from time to time, per year per student on the roll of University;
- (xv) to advise the university in all matters pertaining to sports and physical culture:

- Provided that an appeal shall lie with the Board of Management in respect of the interpretation of the rules, regulations and byelaws in respect of Sports. The decision of the Board of Management shall be final;
- 34.6 Generally, the Board of Sports and Physical Culture shall do everything except to enter into financial commitments, for the promotion of sports and physical culture.

CHAPTER - 35

Directorate of Adult and Continuing Education and Extension Services

- 35.1 There shall be a Directorate of Adult and Continuing Education and Extension Services. The Directorate shall have status of a university department and shall be headed by the Director.
- 35.2 The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- 35.3 The Director shall be appointed for a tenure of five years and shall be eligible for reappointment of similar term following due process of selection:
Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- 35.4 The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- 35.5 The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- 35.6 There shall be a Board of Adult and Continuing Education and Extension Services to plan and oversee the various academic and extension programmes of the directorate. The Board shall consist of:-
- (i) the Vice-Chancellor, Chairman;
 - (ii) three persons, engaged in adult and continuing education or extension services, nominated by the Vice-Chancellor;
 - (iii) two members, one nominated by the Board of Management from amongst its members and the other shall be the Dean or Head of the Department of any other University or Institute or Organization where such activities are undertaken, nominated by the Academic Council;
 - (iv) the Director of the Department of Adult and Continuing Education and Extension Services - Member Secretary;
 - (v) the coordinator National Social Service shall be the permanent invitee.
- 35.7 The Board shall meet at least twice in a year.
- 35.8 The meeting of the Board shall be convened by the Vice-Chancellor.
- 35.9 The Director, Department of Adult, Continuing Education and Extension services shall issue a notice of the meeting, fifteen clear days before the day of the meeting and the agenda, seven clear days before the date of the meeting.
- 35.10 Three members shall constitute the quorum.
- 35.11 In the absence of the Vice-Chancellor, the member elected by the Board shall preside over the meeting.
- 35.12 The Board shall prepare an annual plan of programme of the Directorate within the broad frame work of University Grants Commission guidelines and shall review the same periodically.

Powers and Functions of Directorate of Adult and Continuing Education and Extension Services

- 35.13 The Directorate shall have the following powers and functions:-

- (i) The Directorate shall execute the annual plan of programme as prepared by the Board of adult and continuing education and extension services.
 - (ii) The Directorate shall review the following areas of work which may be undertaken by it:
 - (a) Adult Education;
 - (b) Continuing Education;
 - (c) Population Education;
 - (d) Community Education and Programmes;
 - (e) Extra-mural Programmes;
 - (f) Part time Programmes for working students;
 - (g) Extension Work and Field Action Projects.
 - (iii) The Directorate shall recommend to the Academic Council institution of courses of studies leading to degrees, diplomas and certificates in various disciplines of Adult and Continuing Education and Extension Services.
- 35.14 The Directorate shall perform the following duties:
- (i) To conduct part-time courses for working students in evening, week-ends and on Public Holidays for the all the courses of the University as per the demand of Students, Industries and Society;
 - (ii) To provide for special training or coaching for competitive examinations, for recruitment to the public services, public undertaking and other competitive employment opportunities, with prior approval of the Board of Management;
 - (iii) To make special provisions for the benefit of the university education to be made available to classes and communities which are socially and educationally backward;
 - (iv) To make special provision for such benefits of the university education to be made available for women students and handicapped students as the university may think necessary;
 - (v) To implement the national literacy and adult education programme through teachers and students on voluntary basis in the university system and to evolve measures to give due weight age to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;
 - (vi) To prepare an annual report for perusal of the Board of Management.

CHAPTER - 36

DIRECTORATE OF SKILL DEVELOPMENT

- 36.1 There shall be a Directorate of Skill Development in the university. The Directorate shall have the status of a university department and shall be headed by the Director.
- 36.2 The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- 36.3 The Director shall be appointed for a tenure of five years and shall be eligible for reappointment of similar term following due process of selection:
Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- 36.4 The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- 36.5 The Director shall work under the control, direction and superintendence of the Vice-Chancellor.

- 36.6 The Directorate of skill development shall be mainly concerned with the development of various types of skills of students in collaboration with various National and State Level Skill development agencies and shall have the following objectives:
- (i) to build an alternative structure to increase capacity, to fulfill the demand of skilled craftsmen and to train the persons in the field of informal and unorganized sector through Skill Development mode;
 - (ii) to establish Skill Development Centres in Schools of the University for training of the craftsmen and training for Tribal Youth;
 - (iii) to prepare the work plans to meet sector specific skill sets;
 - (iv) to establish centres for Skill Development, Employment and Entrepreneurship guidance;
 - (v) to provide extensive training support & assistance for service seeker;
 - (vi) to provide congenial environment for progressive advancement of Technical Education and Vocational Training in the University;
 - (vii) to prepare proposals for upgrading skills through regular courses as per the needs of the industry and to provide technology courses in the emerging areas;
 - (viii) to upgrade professional and managerial skills;
 - (ix) to motivate students to achieve world class skills;
 - (x) to provide opportunity of skill development and technical education to all sections of the society;
 - (xi) to ensure a transparent and fast system in the management of Technical Education and Vocational Training through the use of information and communication technology.
- 36.7 The Directorate of Skill Development shall consist of:
- (i) the director, directorate of skill development department;
 - (ii) trainers of the skill development department;
 - (iii) non-vocational academic staff.
- 36.8 There shall be an Advisory Board for the Directorate of Skill Development to plan and oversee the skill development programmes and shall consist of the following:
- (i) Vice-Chancellor – Chairman;
 - (ii) two Deans associated with the activities of Skill Development, nominated by the Vice-Chancellor;
 - (iii) two Skill Development Experts nominated by the Vice-Chancellor;
 - (iv) three Faculty members associated with Skill Development in the University nominated by Academic Council ;
 - (v) the Registrar ;
 - (vi) Director, Directorate of Skill Development - Member Secretary.
- 36.9 The Director shall have the following powers and duties:
- (i) the Director shall execute the decisions of the Advisory Board of the Directorate of Skill Development, the Academic Council and the Board of Management, as the case may be.
 - (ii) the Director, shall conduct the Skill Development Examinations of the various courses offered by the Directorate and shall finalize the results.
 - (iii) the Director shall recommend to the Vice-Chancellor to place any matter of academic importance related to the courses offered under Skill Development Scheme before the concerned Board of Studies or Faculties or the Academic Council, as the case may be.

- (iv) the Director shall exercise such powers and perform such duties assigned to him by the Board of Management or the Vice-Chancellor from time to time.

CHAPTER – 37

DIRECTORATE OF DISTANCE EDUCATION

- 37.1 There shall be a Directorate of Distance Education to impart education to those who could not otherwise pursue studies of education. The Directorate shall have the status of a university department. The department shall be mainly concerned with the development of distance education courses approved by the University Grants Commission. The Directorate shall be headed by the Director of Distance Education.
- 37.2 The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- 37.3 The Director shall be appointed for a tenure of five years and shall be eligible for reappointment of similar term following due process of selection:
Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- 37.4 The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- 37.5 The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- 37.6 The Director shall have the following powers and duties :
- (i) to execute the decisions of the Advisory Board of Distance Education as approved by the Academic council or Board of Management or any other authority, as the case may be;
 - (ii) to conduct entrance examinations for various courses offered by the Directorate;
 - (iii) to recommend to the vice chancellor to place any matter of academic importance related to the courses offered under the distance education scheme before the concerned Board of Studies.
- 37.7 The university, under the Directorate of Distance Education, shall establish centre, sub-centre or study centre in and outside India with prior approval of Government concerned for promotion of distance education.
- 37.8 The Directorate shall for imparting distance education make use of broadcasting, telecasting, correspondence courses, seminars, contact programmes or any other online mode of distance education.
- 37.9 There shall be a advisory board of distance education to make recommendation to the Academic Council and the Board of Management, as the case may be, in all matters to the courses of studies offered by the Directorate.
- 37.10 The advisory board of the Distance Education shall consist of following members:
- (i) the Vice Chancellor – Chairman ;
 - (ii) two Deans of the faculties to be nominated by the Board of Management;
 - (iii) two eminent educationists to be nominated by the Chancellor ;
 - (iv) one member of the Governing Body to be nominated by the Governing Body;
 - (v) the Registrar;
 - (vi) the Director - Member Secretary.
- 37.11 University in response to its objectives to impart distance education shall conduct distance education courses approved by the University Grants Commission.

37.12 The University shall have control, supervision and jurisdiction over the centers, sub-centers or study centers established for the purpose of promotion of distance education system in and outside India, with prior permission of Government concerned.

37.13 Distance education courses, correspondence courses, or external degree courses of the University shall be commenced with prior permission of the Government concerned.

Powers and Functions of Directorate of Distance Education

37.14 The Directorate shall have the following powers and duties:

- (i) to recommend to the academic council to establish, maintain or recognize such centres as may be determined by the university;
- (ii) to recommend to the academic council to start or conduct a sub center or study center within Bihar or outside the State of Bihar with prior approval of government concerned;
- (iii) to undertake academic programmes in collaboration with Universities and Institutions abroad with approval of Government concerned
- (iv) to establish, maintain or recognize study centers as per the procedure and norms of the university grants commission;
- (v) to recommend to the academic council the conditions for admission of students to the courses of distance education study of the university and matters related to examinations.
- (vi) to conduct the entrance examinations for various courses offered by the Directorate of distance education, wherever necessary.
- (vii) to prepare an annual plan of programme for the distance education in accordance with broad frame work and guidelines of University Grants Commission;
- (viii) to recommend to the Academic Council to institute courses of instructions and studies leading to degrees, diplomas, and certificates in various disciplines of distance education;
- (ix) to make special provisions for the benefit of the socially and educationally backward classes and communities.
- (x) to make special provisions for women and handicapped students.

CHAPTER - 38

GENERAL PROVISIONS

38.1 The term of every authority, except as otherwise provided in these statutes, shall be of three years from the date of its first meeting.

38.2 Notwithstanding anything contained in these Statutes, where a person, elected, nominated, appointed or co-opted as an officer of university or a member of any of the authorities or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of the officers or members under the relevant statutes in relation to such office, authority or body, shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.

38.3 A meeting of an authority or body or committee shall be convened on the date determined by the Chairman by a notice issued by its Secretary.

38.4 Except as otherwise provided, the quorum for a meeting of authority, body or committee shall ordinarily be one-third of the number of the sitting members. If

- there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.
- 38.5 Where no provision is made by or under the Statutes for a Chancellor or Chairman to preside over a meeting of any authority or body of the university or the Chairman is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.
- 38.6 Save as otherwise provided all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairman shall have a casting vote. The Secretary, if not a member, shall have right to participate in the deliberations but shall not have the right to vote.
- 38.7 The officer who is designated to be the permanent invitee of the authority shall be entitled to receive the notice of its meetings and take part in the deliberations relating to the topics with which he is concerned, but shall have not right to vote.
- 38.8 The decisions, or proceedings or any action of any authority or body or committee shall not be deemed to be invalid merely on the ground of any vacancies or defect in constitution, or disqualification of member or any irregularity in procedure etc.
- 38.9 A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he/she-
- (i) is of unsound mind and stands so declared by a competent court;
 - (ii) is an undischarged insolvent;
 - (iii) has been convicted of any offence involving moral turpitude;
 - (iv) is conducting or engaging himself in private coaching classes; or
 - (v) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere;
 - (vi) discloses or causes to disclose to the public in any manner whatsoever, any confidential matter in relation to the university the knowledge of which has come to his possession due to his official possession.
- 38.10 Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar of the University and the resignation shall take effect as soon as it is accepted by the Vice Chancellor and approved by the Chancellor of the Governing Body, as the case may be.
- 38.11 Casual vacancies, if any, among the members (other than ex-officio members) of any authority or any other committee of the University, shall be filled as soon as it may be convenient, by the person or the authority or committee who had appointed or co-opted such member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person in whose place he has been nominated would have held it, had the vacancy not occurred.

CHAPTER - 39

THE COURT

- 39.1 There shall be a Court of the University to consider and decide appeals against the direction or order of the Grievance Redressal Committee.
- 39.2 The Court shall consist of following members:-
- a. the Chancellor – Chairman;
 - b. two Members of the Sponsoring Body nominated by the Sponsoring Body.
- 39.3 The Court shall give reasonable opportunity to both parties of being heard and

- decide upon the appeals.
- 39.4 The decision of the Court on appeals shall be final and binding.
- 39.5 The Court shall decide the procedure to be followed for admission, hearing and disposal of the appeal.

CHAPTER - 40

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- 40.1 The Governing Body may consider and decide the conferment of an honorary degree or other academic distinction on any persons without requiring him to undergo any test or examination, on the ground solely that he by reason of his eminent position, attainments and public service, is fit and proper person to receive such degree or other academic distinction and such recommendation shall be deemed to have been duly passed if supported by a majority of not less than two-thirds of the members present at the meeting of the Governing Body, and not less than one-half of its total membership.
- 40.2 The Governing Body shall not entertain or consider any proposal in that behalf without the Board of Management having obtained previous approval of the Chancellor.
- 40.3 **Conferment** -Honorary degrees shall be conferred only at convocation, and may be collected in person or in absentia.
- 40.4 **Presentation of persons** - The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence, by a member of the Governing Body, nominated by the Chancellor.
- 40.5 **Authentication** - The certificate of an honorary degree shall be signed by the Chancellor.
- 40.6 **Degrees to be conferred** -The following shall be the degrees to be conferred as Honorary Degrees:
- (i) Doctor of Literature, D. Litt.;
 - (ii) Doctor of Science, D.Sc.

CHAPTER - 41

CONVOCATION

- 41.1 A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- 41.2 The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- 41.3 The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

CHAPTER - 42

ANNUAL REPORT

- 42.1 The Vice-Chancellor of the University shall prepare Annual Report of the University by consolidating various activities performed by all School/College, Departments, Directorates and Administration shall place the same before Board of Management for its perusal.
- 42.2 The Report shall be placed before the Governing Body for approval.
- 42.3 A copy of the Annual Report prepared under Sub-section (1) shall be presented

to the Visitor and to the State Government after approval by the Governing Body.

CHAPTER - 43

ANNUAL ACCOUNTS AND AUDIT REPORT

- 43.1 The Annual Accounts and Audit Report shall be prepared by the Chief Finance and Accounts Officer and present the same before Board of Management for its perusal.
- 43.2 The Report shall be placed before the Governing Body for approval.

By the order of Governor of Bihar,
Satish Chandra Jha,
Special Secretary to Government.

**PUBLISHED AND PRINTED BY THE SUPERINTENDENT,
BIHAR SECRETARIAT PRESS, PATNA.
Bihar Gazette (Extra) 1027—571+10—E-gazette
Website: <http://egazette.bih.nic.in>**